

Computer Lab CIS 110-130 and CIS 110-133
Syllabus & Schedule - Fall Semester 2008

Day/Times: Wednesdays, 5:45PM to 07:25PM
Location: Tech Center, Room 983
Wednesdays, 7:30PM to 9:10PM
Tech Center, Room 981

Instructor: Carolyn Boyd
Email: cboyd9@yahoo.com

Text and other required materials:

1. "Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition", ISBN 9781418843281
2. Storage media: USB flash/thumb/jump drive; CD-R/RW floppy disks *not* recommended
3. Email address

Lab Assignments

Lab assignments must be submitted on or before the due date shown on the course calendar and will not be accepted late (resulting in a grade of zero), unless you have requested an extension in advance.

Student Responsibilities

If extenuating circumstances prevent you from attending a class, make arrangements with a classmate to go over the material you missed and get any assignments that might have been distributed. The responsibility for obtaining and completing all missed work is yours.

Please feel free to ask questions in class. If you are confused, it is likely that some of your classmates are also.

Assignment and Exam Policies

Any activities completed individually, in pairs, groups, or as a class, may carry an assigned point value and will contribute to your grade as an assignment. Assignments may include questions, programs, in-class participation, or team assignments. Assignments are to be completed individually unless otherwise specified. Submission of assignments will vary and include typed print-outs, the use of Blackboard to answer questions or upload files, or demonstrations to the instructor or class.

If an assignment is turned in late, there will be a 5% deduction each day that it is late, including weekends. No assignment will be accepted more than two weeks late. Assignments that required your in-class participation with an assigned group or partner may not be made-up. Exams must be taken on the assigned date; otherwise a grade of zero will be assigned. Any exceptions to this policy must be the result of a documented emergency or prior arrangement with the instructor.

Turn off all wireless phones and beepers during class time, unless you have notified me that you need to be available to receive an emergency call.

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Course Schedule

Date	Class Subject	Hand in
8/20	Course Orientation/Overview, Introduction to Windows XP and Introduction to Blackboard	As Assigned in lab.
8/27	Review Ch. 1 Intro. to Windows XP and Complete chapter 1 of MS Word	
09/3	Complete chapter 2 of MS Word, review , start chapter 3 of Word	
9/10	Complete chapter 3 of MS Word, review	
9/17	QUIZ – WINDOWS/WORD CHAPTERS. 1-3 (LECTURE)	
9/24	Excel Chapter 1, review	
10/1	Excel Chapter 2 (Formula, Functions)	
10/8	Excel Chapter 3 (Working with Large Worksheets,)	
10/15	NO CLASS	
10/22	QUIZ – EXCEL CH. 1-3 (LECTURE)	
10/29	Access Chapter 1(Creating and Using a Database),	
11/5	Access Chapter 2 Query a Database	
11/12	Access Chapter 3 Maintaining a Database	
11/19	QUIZ – ACCESS CH. 1-3 (LECTURE)	
11/26	HOLIDAY	
12/3	Power Point Chapter 1 Creating and Editing a Presentation	
12/10	PowerPoint Chapter 2 Presentation with Illustrations and Shapes	
12/17	POWER POINT QUIZ – CH. 1-2 (LECTURE)	

Computer Labs Locations and Hours

The most up-to-date computer lab schedules can be accessed at [http://courses.durhamtech.edu/wiki/index.php/Computer Labs](http://courses.durhamtech.edu/wiki/index.php/Computer_Labs). Select computer lab information is below.

Campus Learning Center (CLC) Computer Lab, Wynn Student Services Center 1305:

Hours of Operation

- Monday -Thursday, 9 am - 8 pm
- Friday, 9 am - 2 pm
- Saturday, 10 am - 2 pm

Attendance Policy

The college has an 85% attendance requirement with no excused absences. Moreover, absences are counted from the first scheduled class meeting, and a student who misses more than 15% (or 10% in Developmental Studies courses) of instructional hours may be asked by the instructor to withdraw or may receive a grade of F2. If students are absent, it is their responsibility to seek out their instructor or a classmate to discover what they missed.

Arriving late or leaving class early (missing more than 20 percent of an instructional session) counts as a full absence. In addition, habitual tardiness may also result in point deductions from the course grade or a grade of F2. Any amendments to this policy are at the full discretion of the instructor.

Withdrawal Policy

Students may officially withdraw from the course and receive a grade of W up to the 60 percent point of the semester. To officially withdraw from the course, a student must complete and submit an official withdrawal form to the Admissions and Registration Office prior to the official 60 percent point of the semester.

Students who do not follow these steps to withdraw officially by the 60 percent point will receive a grade based on work done for the course, including zeros for assignments not completed. The instructor will not fill out drop forms nor assume responsibility for delivering drop forms to the Registration Office. Students must contact the instructor or the instructor's supervisor if an emergency prevents them from following the above steps. A student cannot drop the class merely by ceasing to attend. The student must fill out a withdrawal form at the Admissions and Registration Office and follow the above-mentioned guidelines; otherwise, the student will receive an F2 for the course, rather than a W.

Academic Integrity

According to the [2006-2007 Catalog and Student Handbook](#), "Durham Technical Community College demands complete academic integrity from each student. Academic dishonesty is the participation or collaboration in specific prohibited forms of conduct" (24). Academic dishonesty includes the following:

- Registering for a course not approved by a student advisor;
- Unauthorized copying, collaboration, or use of notes, books, or other materials on examinations or other academic exercises;
- Plagiarism, which is defined as the intentional representation of another person's work, words, thoughts, or ideas, including material from the Internet, as one's own;
- Unauthorized possession of any academic material, such as tests, research papers, assignments, or similar materials; or
- Furnishing false information with the intent to deceive members of the college faculty or administration who are acting in the exercise of their official duties.

The Violation Procedure for the Academic Honesty Policy is available in the Catalog and Student Handbook. Please note that as the Catalog and Student Handbook is updated, campus policies may change.

Student Code of Conduct

According to the [2006-2007 Catalog and Student Handbook](#), “All Durham Tech students are expected to conduct themselves as responsible adults. Behavior that persistently or grossly disrupts the educational process or functioning of the college, whether it occurs on campus or at any college-sponsored activity, may result in disciplinary action” (29). Examples of specific violations of and the grievance procedure for the Student Code of Conduct are available at the following link: <http://www.durhamtech.edu/html/prospective/student-servicesb.htm#conduct>. Please note that as the Catalog and Student Handbook is updated, campus policies may change.

Campus Learning Center

Students who need tutorial assistance may be referred to the Campus Learning Center (CLC), in the Phail Wynn Jr. Student Services Center, third floor, room 1310. This term’s schedule of free tutorial services is available in the CLC and is posted online and on bulletin boards around campus. For more information, call the CLC at 686-3554 or consult the CLC web pages at <http://www.durhamtech.edu/clc.htm>.

Disabilities Services

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from the Disability Services Coordinator within the first two weeks of the semester. Likewise, students who may require emergency medical attention due to a chronic health condition are encouraged to disclose this information to a disabilities services counselor within the first two weeks of the semester. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.

Library Access

Durham Tech has an extensive collection of print sources as well as online database collections. The library catalogue and online databases are available at <http://www.durhamtech.edu/library.htm>. Remote access database passwords are available at the circulation desk or by email by clicking on the “Ask a librarian” link. The online catalogue and library hours are also available on the library’s website. Librarians can be reached by telephone at 919-686-3369 or e-mail at library@durhamtech.edu.

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Classroom Atmosphere

Classrooms are a place for serious academic inquiry and for the practice of college-level thinking. In order to create a positive learning atmosphere for all students, please abide by the following classroom rules.

- **Cell phones/pagers:** Please turn cell phones/pagers off or switch them to silent during class. Receiving or making a call during class will not be excused. You may give the number of the security office (686-3382) to your emergency contacts, and an officer will come and get you in class if there is an emergency.

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Syllabus & Schedule - Fall Semester 2008

- **Side conversations:** Questions are expected and welcome. However, please do not hold side conversations while the instructor or classmates are explaining something. Please ask the instructor first, not a neighbor, if you have any questions.
- **Language/respect:** Vulgar language is not allowed in the classroom. Also, please show tolerance and respect to all members of the class.
- **Dominating the class conversation:** Many subjects in the class will be open to group discussion. If the instructor feels anyone is dominating the conversation, he or she may ask that individual to allow others to voice their opinions so the class can address more perspectives. The best way to understand new concepts is to talk about them from different points of view, and allowing everyone the chance to participate is the best way to accomplish this goal.
- **Attendance:** Once you enter the room, you are expected to remain present for the full class period and not to leave without permission and only under extreme circumstances. It is distracting to the instructor and to your classmates to wander in and out of the classroom.
- **Food or drink:** No food or drink is allowed in the college's classrooms or computer labs.
- **Children:** The college does not permit a student to attend class with a child or to leave a child unattended on campus while attending class.

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FALL 2008					
Semester Dates: August 18 - December 17, 2008					
MON	TUE	WED	THU	FRI	SAT
8/18 SEMESTER BEGINS	8/19	8/20	8/21	8/22	8/23 WEEKEND Classes BEGIN
8/25	8/26	8/27	8/28	8/29	8/30
9/1 HOLIDAY No classes	9/2	9/3	9/4	9/5	9/6
9/8	9/9	9/10	9/11	9/12	9/13
9/15 W day mini-1	9/16	9/17	9/18	9/19	9/20
9/22	9/23	9/24	9/25	9/26	9/27
9/29	9/30	10/1	10/2	10/3	10/4
10/6	10/7	10/8	10/9	10/10	10/11
10/13 End Mini-1	10/14 FWD No classes	10/15 FWD No classes	10/16 FWD No classes	10/17 FWD No classes	10/18 No classes
10/20 Begin Mini-2	10/21	10/22	10/23	10/24	10/25
10/27 Semester/Weekend W Day	10/28	10/29	10/30	10/31	11/1
11/3	11/4	11/5	11/6	11/7	11/8
11/10	11/11	11/12	11/13	11/14	11/15
11/17 W day mini-2	11/18	11/19	11/20	11/21	11/22
11/24	11/25	11/26 HOLIDAY	11/27 HOLIDAY	11/28 HOLIDAY	11/29 No classes*
12/1	12/2	12/3	12/4	12/5	12/6
12/8	12/9	12/10	12/11	12/12	12/13 WEEKEND Classes END
12/15 Friday Classes Meet	12/16 Thursday Classes Meet	12/17 Last Day of Classes	12/18	12/19 ALL GRADES DUE	12/20